**WHAT TO DO**

**WHEN A REQUEST IS PLACED ON THE**

**COMMITTEE AND/OR BOARD AGENDA**

October 26, 2011

After the program staff has meet to determination recommendations of award or declination for the Committee agenda, they will provide the pending requests log with the disposition of each request indicated to the Program Assistant. They will also keep the Assistant updated after their Committee has met and made decisions so she is able to make the changes accordingly in the Gifts database and on the Budget Worksheet.

**Recommended for Declination *[See Tab 3]***

Working from the information provided by the Program Officers, the Program Assistant searches Gifts to find each request (one at a time) and double clicks to open it.

Change status from Pending Staff Review to Staff Dec.

Change staff to whichever program officer will sign the declination letter (by Sector).

Add meeting date in meeting date field.

**Recommended for Award *[See Tab 5]***

Working from the information provided by the Program Officers, the Program Assistant searches Gifts to find each request (one at a time) and double clicks to open it.

Change status from Pending Staff Review to Staff Recommends.

Change staff to whichever program officer will be preparing the GPR form.

Add meeting date in meeting date field.

Enter the amount recommended in the recommended amount field.

In the Codes tab, enter the Program Area down to the sub-category level.

After updating the Gifts database, the Program Assistant will add the recommendations to the Budget Worksheet *[See Tab 8]*. The file is located at H:\WPDATA\2011\BUDWKS11.xls, and will have been set up at the beginning of the year by the Grants Administrator.

Each recommendation is listed by sector, and also uses a subsector code. The organization’s name is placed in the first column. The recommended amount is entered in the “Proposed” column. The next column is the subsector code, and the last column represents which quarter the grant will be awarded in. Complete all of this information for each recommendation and be sure to update as soon as any changes are made to the recommendations. The total of each of the sector tabs will automatically pull into the summary tab.

The Grants Administrator will run an alphabetical report of all items recommended on the upcoming agenda. From the “view” menu, she will select “Quarterly SS Info” and search using criteria of Status = Staff Recommends and Meeting Date = mo/dt/year; select all and print. With this information, create the Quarterly Agenda spreadsheet *[See Tab 9]*. Enter the information for the first six columns of the appropriate quarter’s tab on the Excel Quarterly Agenda spreadsheet (Organization Name, ID #, Program Area, Staff, Amount Recommended and Conflict).

Place an X in the Pay Scheduled and Gifts Coded columns as these tasks are completed for each recommendation.

Later, using the Quarterly spreadsheet, open each request and:

Complete the Code tab for each recommendation as follows:

Fund = Regular

Population Served = AR if the grant should be pulled only into the Annual Report.

Population Served = WI if the grant should be pulled into the Report to Wisconsin.   
and the Annual Report.

Population Served = NO if the grant will not be awarded out of the Program Budget.

Internal Program = Regular

If the Type of Support or Geographical Area fields have not been completed, complete those as well.

Close the Request screen; focus.

Move to the Organization tab; focus and move back to the Requests tab.

Look for a similar grant recently paid to this organization. Knowing how soon after being awarded, and in how many payments the previous grant was paid, will help to determine the payment schedule for this potential grant. To schedule the payment, focus on the recommended grant and move to the payment tab. Add payments equal to the recommended amount, placing each on hold status. *[See Section 5, Financial Tabs 2 and 3.]*

This is also the time to run Charity Check *[See Section 4, Compliance Tab 11]*. Enter the date the Charity Check report was printed in the column so named. This will be helpful when preparing the Yellow Checklist. All Checklists are not prepared on the same day; recommendations will continue to be added and you will need to know which items still need attention.

Simultaneously during the Charity Check process, look to see if we have an IRS tax exempt status determination letter on file *[See Section 4, Compliance Tab 9]*. In the Det Let on File column, enter Yes or No accordingly. If no, enter note in payments field of the Gifts’ record to request it.

Working from this checklist, various steps and requirements for each of the recommendations can be tracked and additional recommendations can easily be added to the agenda, allowing the various steps to be completed as time permits.

While the organization’s record is open for updating the tax information, move to the Coding tab to see if any Director names are noted in the “Conflict” field *[See Section 4, Compliance Tab12]*. If there is, enter the last name of the Director affiliated with the organization in the appropriate column of the spreadsheet. This information will also be needed when the Yellow Checklist is prepared.

Place an X in the Committee Minutes column after you have compared the Committee minutes of the Sectors to the recommendations in the Gifts database, the spreadsheet, and the Board agenda book *[See Tab 14]*.

A few weeks before the Board meeting, prepare the Yellow Checklists *[See Section 4, Compliance Tab 11]*. Using the view “Quarterly SS Info” run a search using criteria Meeting Date and Staff Recommends status. Select all; from the correspondence icon at the top of the screen, choose Yellow Checklist. Move through the merge screen, being sure to select “record activity” and “save document to file.” This will create one document containing all of the recommendations in alphabetical order. Refer to the information on the Agenda Spreadsheet as you edit each request’s checklist. You will also use the database. In the case of non-publicly supported organizations, remember to change the default tax status of “publicly supported” to the correct status, noting any expenditure accounting requirements and changes on the second page. Keep in mind foreign organizations also require Expenditure Accounting. (See samples.)

When payments have been scheduled *[See Section 5, Financial Tabs 2 and 3]*, periodically verify that the recommended amounts equal the scheduled payment amounts. The Program Assistant will try to keep the Grants Administrator apprised of any changes to the recommendations.